

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
MEDICAL ASSISTANCE ADMINISTRATION
Olympia, Washington**

To: First Steps Childcare Providers
Maternity Support Services Providers
Maternity Case Management Providers
CSO Administrators
Regional Administrators

Memorandum No: 01-61 MAA
Issued: October 1, 2001

For Information Call:
1-800-562-6188

From: Thomas W. Bedell, Acting Assistant Secretary
Medical Assistance Administration (MAA)

Subject: Correction to First Steps Childcare Billing Instructions

The purpose of this memorandum is to provide a page replacement to the Medical Assistance Administration's (MAA) First Steps Childcare Billing Instructions, dated August 2001.

What has changed?

<u>Page</u>	<u>Description</u>
8	Under the heading "When can First Steps Childcare be authorized for children of an eligible MAA client?" the following sentence has been removed to correspond with language in Washington Administrative Code (WAC) 388-533-1000(4): (Please note the only exception to this limitation is for family planning services.)
8	Under the heading "When is MAA prior approval required?" the telephone number for the First Steps Clearinghouse has changed to (360) 725-1666.

Authorization

Who can authorize First Steps Childcare?

[Refer to WAC 388-533-1000(3)]

MAA allows only certain persons to authorize First Steps Childcare. Those persons **must** be familiar with the First Steps Childcare Program and know how to complete the required forms.

The following persons are eligible to authorize First Steps Childcare:

- Maternity Support Services (MSS) professional/paraprofessional agency staff members¹;
- Maternity Case Management (MCM) providers²;
- Community Services Office (CSO) social workers or designated staff members; and
- Other MAA-designated professional/paraprofessional persons.

MAA strongly encourages staff to emphasize the importance of a healthy and safe childcare environment PRIOR to authorizing childcare.

For further information on licensed childcare agencies, call:

Childcare Resource and Referral Agency
1-800-446-1114 or
Department of Social & Health Services
Division of Childcare and Early Learning
(360) 902-8044
Licensed Childcare Information System:
www.dshs.wa.gov/childcareinfo

¹ See WAC 388-533-0300(3) and (7) for details.

² See WAC 388-533-0350 for details.

When can First Steps Childcare be authorized for children of an eligible MAA client? [Refer to WAC 388-533-1000(4)]

First Steps Childcare may be authorized for a client's children during the client's pregnancy or postpregnancy period when the client pursues any of the following covered services for herself or her newborn child(ren).

- Childbirth education classes;
- Delivery/birth (during the mother's hospitalization);
- Dental care;
- Hospital procedures;
- Laboratory tests;
- Maternity Case Management (MCM) visits;
- Maternity Support Services (MSS) visits, including nursing, social work, nutrition, and Community Mental Health worker visits; and
- Medical visits.



Note: First Steps Childcare is authorized by the Maternity Case Manager if the client receives Maternity Case Management (MCM) services or by the Community Services Office (CSO) social worker or designated staff member if the client receives Maternity Support Services (MSS) only.

When is MAA prior approval required?

[Refer to WAC 388-533-1000(5)]

First Steps Childcare authorized for a client's children for the following special needs requires approval by the MAA First Steps Childcare Coordinator or designee prior to providing the childcare:

- Bedrest for the pregnant client. (The authorizer must document in the client's file that the prenatal caregiver has verified that bedrest is necessary.)
- The newborn(s) is in a Neonatal Intensive Care Unit (NICU) and the parent(s) is visiting the NICU. (The authorizer must document in the client's file that hospital staff has verified the parent is visiting the child regularly.)



Note: Childcare for NICU visits is available up to two months after the baby's birth. If a family needs continuing care, other childcare programs are available. For more information, contact the First Steps Clearinghouse at firststeps@dshs.wa.gov or leave a voice mail message at (360) 725-1666.

